

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 Post Office Box 11066  
 Richmond, Virginia 23230-1066  
 (804) 367-2406  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



Virginia Real Estate Board

**CONTINUING EDUCATION & POST LICENSE EDUCATION COURSE APPROVAL APPLICATION**

Once approved, a course may not be substantially altered. A substantial alteration is any change that would modify the content or time allocations stated in the course outline or change any of the stated course topics. If a course is altered, the revised/new course must be submitted for approval by the Board. Applicants are required to notify the Board concerning any changes in administrative information.

1. Education Provider Name \_\_\_\_\_
2. Education Provider Number \_\_\_\_\_
3. Federal Employer Identification Number 

--	--

 - 

--	--	--	--	--	--	--	--

 \_\_\_\_\_
4. Street Address (PO Box not accepted) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
5. E-mail Address \_\_\_\_\_
6. Telephone & Facsimile Numbers (    ) - (    ) - \_\_\_\_\_  

Telephone                      Facsimile
7. Individual Responsible for Course Administration \_\_\_\_\_
8. Type of Education Provider  
☐ Proprietary School  
☐ Real Estate Professional Association  
☐ Other \_\_\_\_\_
9. Presentation  
☐ Classroom  
☐ Correspondence      Correspondence, on-line and other distance learning courses (non-classroom) must include appropriate testing procedures to verify student course completion.  
☐ On-line  
☐ Other \_\_\_\_\_
10. If the course is already Board-approved for another education provider, place the Board's Course Approval Number in the space. Also, in Questions 15 and/or 17, indicate the number of Continuing Education (CE) and/or Post License Education (PLE) course hours that were approved by the Board. \_\_\_\_\_  
  - If the course is already Board-approved for another education provider, you do not need to complete Questions 11 and 12, and you must **ONLY** submit "Required Attachments" #2, #6, & #7 on Page 3 of this application. **You must also include a letter from the other education provider authorizing your school to use the already approved course.**
11. Board-approved course subjects covered (See 18 VAC 135-20-100.2 of the *Real Estate Board Regulations*):  
 \_\_\_\_\_
12. If course subjects are not included in 18 VAC 135-20-100.A.2 of the Board's Regulations, then list course subjects:  
 \_\_\_\_\_
13. Method of monitoring attendance \_\_\_\_\_
14. Method of maintaining records \_\_\_\_\_

OFFICE USE ONLY	APPROVAL NO.	CE HRS. FAIR HOUSING	CE HRS. ETHICS & STANDARDS OF CONDUCT		CE HRS. LEGAL UPDTS	CE HRS. RE AGENCY	CE HRS. RE CONTRACTS	CE HRS. RE RELATED
OFFICE USE ONLY	APPROVAL NO.	COMMERCIAL/MANDATORY	COMMERCIAL/ELECTIVE	RESIDENTIAL/MANDATORY	RESIDENTIAL/ELECTIVE	PROP MGT/MANDATORY	PROP MGT/ELECTIVE	
OFFICE USE ONLY	APPROVAL NO.	LIMITED SERVICE AGENCY				APPROVAL NO.	C.E. HRS. BROKER MANAGEMENT	

15. Are you applying for a CE Course? **Fair Housing\*** \_\_\_\_\_  
☐ No \_\_\_\_\_  
☐ Yes \_\_\_\_\_  
 If, Yes, list CE course hours: \_\_\_\_\_  
 CE Course Title: \_\_\_\_\_
- \*Must be at least 2 hours and include an update on current cases and administrative decisions under Fair Housing Laws.
- |                               |                              |  |
|-------------------------------|------------------------------|--|
| Ethics & Standards of Conduct | Real Estate Contracts        |  |
| Legal Updates                 | Real Estate Related Subjects |  |
| Real Estate Agency            | Broker Management            |  |

16. Are you applying for a Limited Service Agency (LSA) Course?  
☐ No  
☐ Yes If Yes, LSA must be a two-hour course. LSA is a one-time requirement that must be completed by all brokers and salespersons who renew or activate their license(s) between July 1, 2007 and June 30, 2009.

17. Are you applying for a PLE course?  
☐ No  
☐ Yes If Yes, you can only apply for one PLE course with each application. First, check one PLE Track Box (Commercial, Residential or Property Management). Second, enter the number of PLE course hours in either a "Mandatory Topics" or "Elective Topics" category. Mandatory Topic PLE courses will only be approved for the number of hours listed in the parentheses for each Mandatory course. Elective Topic PLE courses can be approved for a minimum of 1 hour and a maximum of 4 hours.

PLE Course Title: \_\_\_\_\_

☐ **Commercial Real Estate Track**

**Hours** *Mandatory Topics* – Nine (9) Mandatory Hours

1. Contract Writing; Handling Customer Deposits; Agency (3 hours)
2. Listing Property; Leasing Property; Current Industry Issues and Trends (3 hours)
3. Property Owners' and Condominium Association Law; Landlord Tenant Law; Real Estate Board Regulations and Statutes; Americans with Disabilities Act (3 hours)

*Elective Topics* - Twenty-one (21) Elective Hours

- Leasing
- Land
- Sales
- Finance
- Market Research
- Property Management
- Consulting Services
- Development
- Franchising
- Government Relations/Government Programs
- Hospitality/Entertainment
- Other Real Estate Related Course

☐ **Residential Real Estate Track**

**Hours** *Mandatory Topics* – Fifteen (15) Mandatory Hours

1. Agency Law (3 hours)
2. Fair Housing (3 hours)
3. Real Estate Law (3 hours)
4. Offer to Purchase (3 hours)
5. Ethics and Standards of Conduct/Current Industry Issues and Trends (3 hours)

*Elective Topics* – Fifteen (15) Elective Hours

- Finance
- Property Valuation/Listing Process
- Selling Process
- Technology
- Business Planning
- Land Use Issues
- Other Real Estate Related Course

☐ **Property Management Track**

Hours *Mandatory Topics* – Twenty (20) Mandatory Hours

- \_\_\_\_\_ 1. Virginia Residential Landlord/Tenant Act and Fair Housing (4 hours)
- \_\_\_\_\_ 2. Board Regulations and Statutes; Escrow Management and Accounting; Ethics (4 hours)
- \_\_\_\_\_ 3. Appraisals; Structures and Construction Process; Uniform Statewide Building Code (4 hours)
- \_\_\_\_\_ 4. Contract Writing and Agency (4 hours)
- \_\_\_\_\_ 5. Risk Management (4 hours)

\_\_\_\_\_ *Elective Topics* – Ten (10) Elective Hours

- \_\_\_\_\_ Contractor/Maintenance Employee Relationship
- \_\_\_\_\_ Current Industry Issues and Trends
- \_\_\_\_\_ Rental Marketing
- \_\_\_\_\_ Tenant/Landlord Relationships
- \_\_\_\_\_ Understanding Property Owners' and Condominium Associations
- \_\_\_\_\_ Other Real Estate Related Course

I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.

Sponsor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**REQUIRED ATTACHMENTS:**

Use a blank spacer page to label each attachment according to the number listed below. For example, Attachment #1 - Course Syllabus"; "Attachment #2 - Instructor Expertise"; "Attachment #3 - Comprehensive Timed Course Outline"; "Attachment #4 - Course Benefits Summary"; "Attachment #5 - Course Materials"; "Attachment #6 - Course Completion Certificate"; and "Attachment #7 - Proposed Course Advertisement."

Attachment #1 - A course syllabus listing the main points of the course.

Attachment #2 - Name, address and expertise of instructors. Instructors must have at least three years of expertise in the field of real estate they teach. Instructors must submit proof of their expertise including, but not limited to, educational transcripts, professional certificates and letters of reference .

Attachment #3 - A comprehensive, timed course outline indicating CE/PLE subjects and how many minutes of instruction are scheduled for each CE/PLE subject.

Attachment #4 - A summary of how the course will benefit the real estate salesperson/broker professionally and increase the protection of the general public.

Attachment #5 - A copy of course materials either distributed or used in the presentation such as books, handouts, pamphlets and overheads.

Attachment #6 - A copy of the Course Completion Certificate.

Attachment #7 - A copy of the proposed advertisement for the course (if one is available).

Please arrange the original required attachments in number order behind the original completed application. Then make four copies of the entire document (Application plus Required Attachments 1 through 7). Keep the original document for your records and mail/send the four copies to:

Virginia Real Estate Board  
Education Section  
9960 Mayland Drive, #400  
Richmond, VA 23233